



Q1. How will contractor be reimbursed since this is not a cost reimbursement contract? Will we remit a monthly statement?

R1. 5.0 COST PROPOSAL states, Costs will be reimbursed at a fixed rate of \$8.75 per child per month, for each child enrolled in each region served by the vendor. See Appendix E for the estimated number of children served per region. Vendors must submit a statement of the proposed rate for each proposed region. Vendors must submit a statement for the initial two (2) year periods: 1) Year 1 for October 01, 2013 through September 30, 2014; and 2) Year 2 for October 01, 2014 through September 30, 2015. Contractors will be required to remit a monthly statement.

Q2. What kind of budget form is required for the RFP?

R2. No budget form is required. Vendors are required to submit a statement of their proposed rate(s) and region(s). See R1.

Q3. Will monthly amount payable fluctuate each month depending on # of children enrolled in region or will monthly payment be based on # of children enrolled at the beginning of contract year and be steady/even throughout the contract period?

R3. The amount will fluctuate each month based on the number of children enrolled in the region.

Q4. Section 4.2 PROPOSAL FORMAT states do not use adhesive tabs on pages of the proposal. May we use adhesive tabs on title pages (not actual proposal pages) that correspond to sections and subsections?

R4. Yes, adhesive tabs may be applied to title pages.

Q5. If the answer to the above question is no, how will we tab the proposal?

R5. See R4.

Q6. Do the title pages need to be numbered?

R6. Yes, title pages should be labeled and numbered to correspond with the headings and subheadings in the formatting instructions of the procurement document.

Q7. Page 7, Section 1.3 Contract Term: "The initial contract term is for a period of two (2) years beginning October 1, 2013 and ending September 30, 2014. "

Should the ending date be September 30, 2015?

R7. Yes, the correct end date of the initial contract period is September 30, 2015. See Amendment #1.

Q8. Page 15, Section 3.1.1 Project Service Area: "Vendor must disclose the physical location of each office site within the region."



Currently in some regions, child care management offices are housed in the County DHR offices. Will this continue to be allowed? If so, is it permissible to contact the County DHRs to determine if space is available?

R8. Administrative offices cannot be housed at County DHR. Only non-administrative staff (caseworkers) may be housed at County DHR offices for the convenience of the clients.

Q9. Page 15, Section 3.1.3 Number To Be Served

Will file clerks and receptionists be considered as administrative staff?

R9. Yes.

Q10. Page 16, Section 3.2.5.1 Registering Providers

Will staff tasked with registering providers be included in determining the family caseload of 300?

R10. If staff who register providers also have a full or partial caseload, those staff must be included in determining the caseload count of 300.

Q11. Page 21, Section 4.2.5.2 Vendor Financial Stability

Should the audited financial statement be for 2012 instead of 2011, and should the letters from the auditors be for 2010 and 2011 instead of 2009 and 2010? Regarding the audited financial statements, will the Statement of Financial Position, Statement of Activities and Statement of Cash Flows be sufficient or do you want the whole audit (22 pages in our case)?

R11. No, submit documents for the years identified in the RFP. Yes, the Statement of Activities and Cash Flows will be sufficient.

Q12. Page 23, Section 4.2.5.5.1 Disclosure Statement

Should the Disclosure Statement be listed as Attachment A?

R12. Yes.

Q13. Page 24, Section 5.0 Cost Proposal: "Costs will be reimbursed at a fixed rate of \$8.75 per child per month, for each child in each region served by the vendor."

- a. Will there be a cap on the total amount of reimbursement for each region? For example, according to *Appendix E*, Region 6 currently serves 1201 children; will the reimbursement for this region be capped at \$126,105.00 (1201 children X \$8.75 X 12 months)? Or if children are added and the total number exceeds 1201, will the reimbursement be increased accordingly to reflect the additional children at the fixed rate?



- b. Are vendors encouraged to submit proposals below the fixed rate based on the number of children in each region (*Appendix E*)?
- c. Is there a preferred format for the cost proposal?
- d. The cost proposal counts for 25% of the score. What will be the criteria for evaluation of the cost proposal?

"Vendors must submit a statement of the proposed cost rate for each county."

- e. Should this be vendors must submit a statement of the proposed cost for each region? Section 3.1.1 indicates a vendor must serve all counties within a region.
- f. The RFP states the rate is fixed at \$8.75 per child per month, so would the proposed cost rate for each county be the number of children served (*Appendix E*) X \$8.75 X 12 months?
- g. Should the Cost Proposal follow the attachments? In **Section 4 Proposal Format**, there is no instruction as to where the Cost Proposal is to be placed.

R13. a) Yes.

- b) Vendors must determine the rate of compensation they require to provide the services as specified in the procurement document; however, the proposed rate must not exceed the maximum allowed rate of \$8.75.**
- c) No.**
- d) The requested information is not available.**
- e) Yes, vendors must submit a statement of the proposed cost for each region. See Amendment #1.**
- f) Yes, if the proposed rate is \$8.75.**
- g) The cost proposal/statement is Section 5.0 and follows the technical proposal. Attachments follow the cost proposal/statement.**

Q14. Page 35, Appendix E

Is the number of children and families listed for Clay and Calhoun Counties correct?

R14. Yes.

Q15. Page 15, Section 3.1.1: Project Service Area

If a vendor proposes to provide services in more than one region, should a proposal be prepared for each of the regions?

R15. No; however, vendors must indicate their proposed rate for each region.

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Q16. Page 24, Section 5.0, Cost Proposal

Vendors must submit a statement for the initial two year periods.

What is the preferred format for the required statements?

R16. See R13.c.